



City of Hollister

HUMAN RESOURCES

375 FIFTH STREET

HOLLISTER, CA 95023

INVITES APPLICATIONS FOR THE POSITION OF WATER MAINTENANCE OPERATOR II

* SALARY RANGE (BI-WEEKLY)

\$ 1,804.62	\$ 1,894.81	\$ 1,989.58	\$ 2,089.03	\$ 2,193.52
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OPEN RECRUITMENT

FINAL FILING DATE: Friday, June 25th by 5:00pm

* *In accordance with current Memorandum of Understanding, this position is subject to thirteen Furlough Days equating to a 5% Reduction in Base Salary. Current time frame is through Fiscal Year '10-11.*

This is an Open Recruitment. Qualified candidates from the Public and qualified Career City Employees are encouraged to apply. The current Water Maintenance Operator II position vacancy is in the Utilities Division of the Community Services Department.

The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Water Maintenance Operator classification or in similar classifications.

POSITION

Under direction, to lead, oversee, and participate in the more complex and difficult work of staff responsible for providing construction, maintenance, repair, and related services for the City's water treatment and distribution systems; and to perform a variety of technical tasks relative to assigned areas of responsibility.

QUALIFICATIONS

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities. A typical way to obtain the knowledge skills and abilities would be

- Experience Three (3) years of increasingly responsible experience performing water system treatment and maintenance duties.
- Training Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

PHYSICAL AND OTHER REQUIREMENTS

Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position. Applicant is required to live within a thirty (30) mile radius due to On-Call Requirements.

LICENSES & CERTIFICATES

- Possession of a valid Class A Driver's License must be maintained at all times during employment with the City of Hollister.
- Possession of a Grade II Water Distribution Operator Certificate issued by the State of California Department of Health Services is required.
- Possession of a Grade II Water Treatment Operator Certificate issued by the State of California Department of Health Services is desirable.

ESSENTIAL DUTIES

Leads, plans and reviews the work of staff responsible for providing construction, maintenance, and repair services for the City's water treatment and distribution systems. Plans, directs, and participates in the construction, maintenance, and repair of water treatment and distribution systems facilities and equipment. Supervises the use, operation, and care of construction equipment and hand and power tools including backhoes, front end loaders, compressors, pipe locators, pipe cutters, and valve and tapping machines. Estimates time, material, and equipment required for assigned jobs; requisitions materials as required; orders parts as necessary and ensures parts ordered are received in a timely fashion. Trains assigned employees including in the areas of work methods, techniques, and the use and operation of equipment. Verifies work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures; maintains cleanliness of work area and tools. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient

and timely manner. Performs the full range of duties in the assigned area of work. Excavates, inspects, flushes, cleans, and repairs water mains, lines, and laterals; make taps for new services. Installs, repairs, and replaces fire hydrants, valves, meters, and meter vaults and boxes; exercises valves according to prescribed schedules. Welds and fabricates tools, equipment, and plumbing parts and vault lids using arc and acetylene welding equipment. Tests, disassembles, cleans, and repairs commercial and residential water meters; replaces worn or faulty parts. Maintains well sites; operates well sites; operates well chlorination pumps; takes water samples and checks level of chlorine. Services customer accounts; initiates water service orders; checks water quality; reconnects services; installs, removes and reads utility meters.

BENEFITS

GROUP INSURANCE:	City currently provides an IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses. Employee premiums are paid in part by the City through a cafeteria style program for medical, dental, vision, life and long term disability insurance with the employee responsible for a percentage of the total costs.
RETIREMENT:	City participates in the CalPERS retirement system. Non-safety employees are currently enrolled in the 2.5% @ 55 plan with the single highest year benefit calculation. Employee pays portion of retirement costs.
VACATION LEAVE:	10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.
HOLIDAYS:	Twelve and a half (12 ½) paid holidays per year.
SICK LEAVE:	Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.
LIFE INSURANCE:	City pays \$50,000 Life & AD&D Insurance.
BILINGUAL PAY:	City pays \$125 per month upon assignment.
OTHER BENEFITS:	Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges. Optional voluntary ICMA Deferred Compensation 457 Plan available.

SELECTION PROCESS

Candidates demonstrating the most desirable combination of education, experience and/or training will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates are placed on an employment list. Final appointment will be made from the employment list. Probationary period determined by Administrative Services Department.

POST-OFFER MEDICAL EXAMINATION

Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be maintained in a confidential manner.

HOW TO APPLY

A formal City Employment Application is required at the time of filing and may be obtained from the City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4308 Applications must be received in the Human Resources Division Office by 5:00 p.m. on June 25th, 2010. Applications may be downloaded at www.hollister.ca.gov. Applicants may attach a resume to their completed application. Resumes are not accepted in lieu of an official application form. Faxed applications will not be accepted.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/ADA COMPLIANCE

The City of Hollister does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

NOTE: THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE AT ANY TIME AT THE CITY'S SOLE DISCRETION.

DATE OF NOTICE: MAY 6TH, 2010